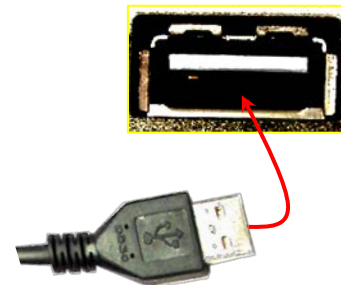## *For Apple Computers*

<u>Headset Components</u>

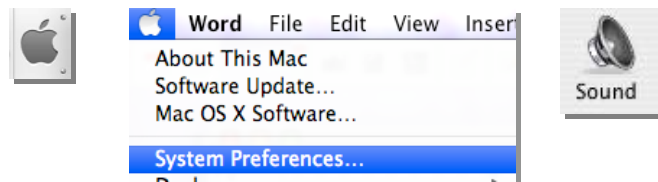1. Ear phones

2. Microphone

3. USB connector

Plugging the Headset into your Computer

1. Locate a **USB port** on your computer.
   Match the solid part of the computer port to the recessed part of the headset's USB connector. Do not force.
2. Turn on the computer.

It should begin working when you plug it in. If it doesn't, check to be sure your headset is selected for listening (Output) and recording your voice (Input). Here's what to do:

1. Click on the **Apple icon** at the upper left of the computer screen (the Desktop).
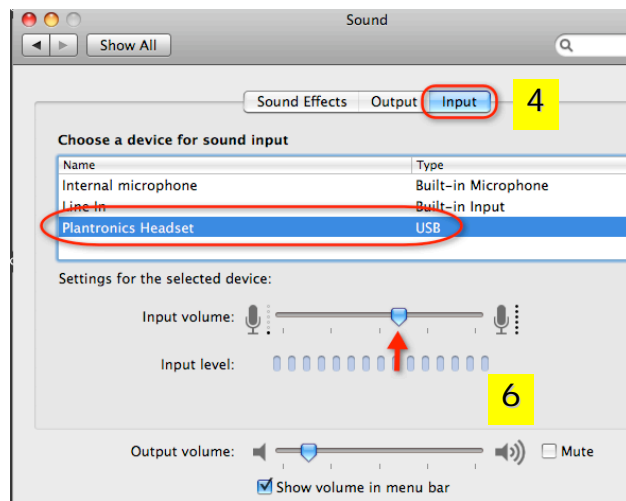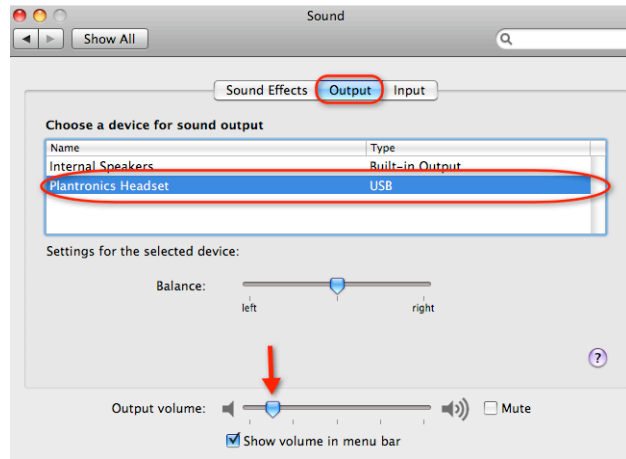   Choose **System Preferences**, then click on the **Sound icon**.

2. Click on the **Output** tab. Select your **headset** by clicking on it so it highlights**.** In this *example* it's a Plantronics brand. This will make sure the sound comes out of the headset.

   Note: if you do not see the name of your headset in the list, unplug and replug it securely into your computer to make sure it can be "seen", then recognized. **Restart** your computer if necessary.

3. Next click the **Input tab.** Select your **headset**. This will make sure your headset microphone is active you can speak into it.

4. **Test it**: **Speak** into the microphone and see if any blue bars appear in the **Input level** section. If you see blue bars then the microphone is working. Adjust the Input volume so when as you speak the sound bars remain green.

Close the Sound and System Preferences windows.

Tip: if you can see your sound icon in the top tool bar of your Desktop, you can hold the Option key down while you click the Sound icon. All your sound devices will appear in a drop down list and you can choose your headset there.